

**EFFECTIVE**

October 1, 2020.

**Subject(s)****APR-263-01, Overtime Hospitals and Youth Facilities**

When shift coverage cannot be obtained voluntarily from employees, management will then go to the involuntary list that consists of 100 percent of the employees on a shift in a classification series and assign the overtime.

Employees entering the list will be placed according to the lowest opportunities offered. This includes employees returning from extended leave and vacation, unless they already have more opportunities recorded than the person with the fewest during the equalization period.

*Reason:* Policy clarification.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

[APR 263-01](#)